

Agenda Item Form

Agenda Date: JUNE 2 2004

Districts Affected: ALL

Dept. Head/Contact Information: Byron E. Johnson

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input checked="" type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: Various

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Temporary Personnel - Backup

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Statutory or Citizen Concerns:

Departmental Concerns:

*
DATE: May 24, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313



CITY CLERK DEPARTMENT
JUN 27 PM 12 47

THRU: Aurora Wells
Interim Bid Clerk ext. 4038

Please place the following item on the **REGULAR** agenda for the Council Meeting of **JUNE 2, 2004.**

Item should read as follows:

Bid No.:	2004-119	Temporary Personnel Backup
Award to:	Vendor #1	Adecco Employment Services
		El Paso, TX
Item (s):		#1, 2, 4, 6, 7, & 8
Amount:		\$4,851.55 (estimated year)

	Vendor #2	Advance'd Temporaries Inc.
		El Paso, TX
Item (s):		#3, 9 & 10
Amount:		\$3,551.40 (estimated year)

	Vendor #3	dmDickason Personnel Svcs
		El Paso, TX
Item (s):		#5
Amount:		\$2,529.60 (estimated year)

Department:	Human Resorces
Funds available:	Various
Funding source:	Various
Total award:	\$32,797.65 (estimated)
District (s):	All

Human Resources Department and Purchasing recommend award as indicated to the lowest responsive offers meeting specifications, from responsible parties.

This is a thirty-six [36] month contract with no renewable options.

Item # 11 was quoted at identical prices by two vendors, Adecco Employment Services & itsQuest Professional Staffing Solutions. Human Resources and Purchasing Department request that the Mayor and City Council draw lots on these offers to determine award.

Contact person: Ray Heredia, Procurement Analyst at 541-4316.

AGENDA FOR: **JUNE 2, 2004**



PROJECT FORM

DATE: MAY 24, 2004

PROJECT: TEMPORARY PERSONNEL BACKUP

BID NO.: 2004-119 DEPARTMENT HUMAN RESOURCES

BUDGET NO.: VARIOUS

FUNDING: VARIOUS

DISTRICT(S): ALL

RECOMMENDATION:	VENDOR #1:	<u>ADECCO EMPLOYMENT SERVICES</u> <u>EL PASO TX</u> <u>ITEM(S): #1, 2, 4, 6, 7 & 8</u> <u>\$4,851.55 EST/YR</u>
	VENDOR #2:	<u>ADVANCE'D TEMPORARIES INC</u> <u>EL PASO TX</u> <u>ITEM(S) # 3, 9, & 10</u> <u>\$3,551.40 EST/YR</u>
	VENDOR #3:	<u>dmDICKASON PERSONNEL SVCS</u> <u>EL PASO TX</u> <u>ITEM(S) #5</u> <u>\$2,529.60 EST/YR</u>
	TOTAL AWARD	<u>\$10,932.55 EST YR</u>

Human Resources Department and Purchasing recommend award as indicated to the lowest responsive offers meeting specifications, from responsible parties.

This is a thirty-six [36] month contract with no renewable options.

Item # 11 was quoted at identical prices by two vendors, Adecco Employment Services & Itsquest Professional Staffing Solutions. Human Resources and Purchasing Department request that the Mayor and City Council draw lots on these offers to determine award.

BIDS SOLICITED: 11
BIDS RECEIVED: 08
BIDS LOCAL: 10
BIDS SVCS: 06
"NO BID " REC'D: 02

CURRENT TAXES PAID _____
OUT-OF-TOWN _____

TOTAL RECOMMENDED AWARD: \$32,797.65

COUNCIL: APPROVED _____ REJECTED _____ CITY CLERK _____

APPROVED:

COUNCIL MEETING OF: JUNE 1, 2004


BYRON E. JOHNSON



Consent Agenda for June 2, 2004

BID NO.: 2004-119 Temporary Personnel

Award to: Vendor #1: Adecco Employment Services
El Paso TX
Item: #1,2,4,6,7 & 8
\$4,851.55 Est./Yr

Vendor #2: Advance'd Temporaries Inc
El Paso TX
Item(s) #3,9 & 10
\$3,551.40 Est./Yr

Vendor #3: Dmdickason Personnel Services
El Paso TX
Item(s) #5
\$2,529.60 Est./Yr

Total Award \$10,932.55 Est./Yr

This is a thirty-six [36] month contract with no renewable options.

Department(s): Human Resources
District(s): All
Funds available: Various
Funding source: Various
Amount: \$32,797.65 Est.

CITY OF EL PASO BID TABULATION

BID ITEM: TEMPORARY PERSONNEL BACKUP					BID # 2004-119					
BID DATE: MARCH 17, 2004					DEPARTMENT: HUMAN RESOURCES					
			ADECCO EMPLOYMENT SERVICES EL PASO, TX		ADVANCE'D TEMPORARIES EL PASO, TX		C. K RESOURCES, INC. d/b/a ALLEGIANCE STAFFING EL PASO, TX		dmDICKASON PERSONNEL SERVICE EL PASO, TX	
ITEM NO.	EST. YRLY. QTY./UNIT	DESCRIPTION	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL
1.	10 HR.	CUSTODIAL WORKER	\$7.37	\$73.70	\$7.65	\$76.50	NO BID	NO BID	NO BID	NO BID
2.	10 HR.	LABORER	\$7.37	\$73.70	\$7.60	\$76.00	NO BID	NO BID	NO BID	NO BID
3.	400 HR.	JUNIOR CLERK	\$7.17	\$2,868.00	\$6.92	\$2,768.00	NO BID	NO BID	\$7.72	\$3,088.00
4.	330 HR.	SENIOR CLERK	\$7.50	\$2,475.00	\$7.25	\$2,392.50	NO BID	NO BID	\$7.72	\$2,547.60
5.	310 HR.	SECRETARY	\$8.31	\$2,576.10	\$7.70	\$2,387.00	NO BID	NO BID	\$8.16	\$2,529.60
6.	150 HR.	RECEPTIONIST/SWITCHBOARD	\$7.17	\$1,075.50	\$6.85	\$1,027.50	NO BID	NO BID	\$7.68	\$1,152.00

APPROVED BY: 

DATE: 3-22-04

2004-119 TEMPORARY PERSONNEL BACKUP - HUMAN RESOURCES DEPARTMENT

CITY OF EL PASO BID TABULATION

BID ITEM: TEMPORARY PERSONNEL BACKUP					BID # 2004-119					
BID DATE: MARCH 17, 2004					DEPARTMENT: HUMAN RESOURCES					
			ADECCO EMPLOYMENT SERVICES EL PASO, TX		ADVANCE'D TEMPORARIES EL PASO, TX		C. K RESOURCES, INC. d/b/a ALLEGIANCE STAFFING EL PASO, TX		dmDICKASON PERSONNEL SERVICE EL PASO, TX	
ITEM NO.	EST. YRLY. QTY./UNIT	DESCRIPTION	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL
7.	45 HR.	DATA ENTRY CLERK	\$7.17	\$322.65	\$7.03	\$316.35	NO BID	NO BID	\$7.36	\$331.20
8.	100 HR.	ACCOUNTING CLERK	\$8.31	\$831.00	\$7.40	\$740.00	NO BID	NO BID	\$8.64	\$864.00
9.	8 HR.	JUNIOR ACCOUNTANT	\$10.05	\$80.40	\$10.30	\$82.40	NO BID	NO BID	\$10.56	\$84.48
10.	100 HR.	MESSENGER	\$8.31	\$831.00	\$7.01	\$701.00	NO BID	NO BID	NO BID	NO BID
11.	100 HR.	OTHER CLERICAL BACK-UP PERSONNEL (NOT OTHERWISE SPECIFICALLY LISTED ABOVE)	\$7.17	\$717.00	\$7.25	\$725.00	NO BID	NO BID	\$7.46	\$746.00
PAYMENT TERMS:			NET 30		NET 30		NO BID			

APPROVED BY: 

DATE: 3-22-04

2004-119 TEMPORARY PERSONNEL BACKUP - HUMAN RESOURCES DEPARTMENT

CITY OF EL PASO BID TABULATION

BID ITEM: TEMPORARY PERSONNEL BACKUP

BID DATE: MARCH 17, 2004

BID # 2004-119

DEPARTMENT: HUMAN RESOURCES

			ITSQUEST PROFESSIONAL STAFFING SOLUTIONS EL PASO, TX		KELLY SERVICES, INC. TROY, MI		NEW TIMES STAFFING EL PASO, TX		STAFFING SOLUTIONS EL PASO, TX	
ITEM NO.	EST. YRLY. QTY./UNIT	DESCRIPTION	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL
1.	10 HR.	CUSTODIAL WORKER	\$7.35	\$73.50	NO BID	NO BID	NO BID	NO BID	\$7.80	\$78.00
2.	10 HR.	LABORER	\$7.48	\$74.80	NO BID	NO BID	NO BID	NO BID	\$7.80	\$78.00
3.	400 HR.	JUNIOR CLERK	\$8.45	\$3,380.00	\$7.74	\$3,096.00	NO BID	NO BID	\$8.12	\$3,248.00
4.	330 HR.	SENIOR CLERK	\$9.10	\$3,003.00	\$8.06	\$2,659.80	NO BID	NO BID	\$8.77	\$2,894.10
5.	310 HR.	SECRETARY	\$9.75	\$3,022.50	\$8.37	\$2,594.70	NO BID	NO BID	\$9.23	\$2,861.30
6.	150 HR.	RECEPTIONIST/SWITCHBOARD	\$7.80	\$1,170.00	\$7.74	\$1,161.00	NO BID	NO BID	\$8.12	\$1,218.00

APPROVED BY: 

DATE: 3-22-04

2004-119 TEMPORARY PERSONNEL BACKUP - HUMAN RESOURCES DEPARTMENT

CITY OF EL PASO BID TABULATION

BID ITEM: TEMPORARY PERSONNEL BACKUP
BID DATE: MARCH 17, 2004

BID # 2004-119
DEPARTMENT: HUMAN RESOURCES

			ITSQUEST PROFESSIONAL STAFFING SOLUTIONS EL PASO, TX		KELLY SERVICES, INC. TROY, MI		NEW TIMES STAFFING EL PASO, TX		STAFFING SOLUTIONS EL PASO, TX	
ITEM NO.	EST. YRLY. QTY./UNIT	DESCRIPTION	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL
7.	45 HR.	DATA ENTRY CLERK	\$7.80	\$351.00	\$7.74	\$348.30	NO BID	NO BID	\$8.45	\$380.25
8.	100 HR.	ACCOUNTING CLERK	\$10.40	\$1,040.00	\$9.00	\$900.00	NO BID	NO BID	\$9.23	\$923.00
9.	8 HR.	JUNIOR ACCOUNTANT	\$13.00	\$104.00	\$10.26	\$82.08	NO BID	NO BID	\$16.25	\$130.00
10.	100 HR.	MESSENGER	\$7.15	\$715.00	\$12.52	\$1,252.00	NO BID	NO BID	\$7.80	\$780.00
11.	100 HR.	OTHER CLERICAL BACK-UP PERSONNEL (NOT OTHERWISE SPECIFICALLY LISTED ABOVE)	\$7.17	\$717.00	\$9.00	\$900.00	NO BID	NO BID	\$8.12	\$812.00
PAYMENT TERMS:			NET 30		NET 30		NO BID		2% NET 10	
BIDS SOLICITED:			11	BIDS RECEIV	8	BIDS LOCAL:	10	NO BID:	2	

APPROVED BY: 

DATE: 3-22-04

2004-119 TEMPORARY PERSONNEL BACKUP - HUMAN RESOURCES DEPARTMENT



Human Resources Department

MEMORANDUM

Adecco Employment Services

Line Item #2	Laborer	\$7.37
Line Item #4	Senior Clerk	\$7.50
Line Item #6	Receptionist/Switchboard	\$7.17
Line Item #7	Data Entry Clerk	\$7.17
Line Item #8	Accounting Clerk	\$8.31
Line Item #11	Other Clerical Personnel	\$7.17*

dmDickason Personnel Services

Line Item #5	Secretary	\$8.16
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Kelly Services, Inc.

Line Item #9	Junior Accountant	\$10.26
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Itsquest Professional Staffing Solutions

Line Item #1	Custodial Worker	\$7.35
Line Item #11	Other Clerical	\$7.17*

*These two line companies are in a tie for Line Item #11, Other Clerical. Per the email from Ray Heredia to Cam Schafer, dated April 9th, the Council will draw lots for this item.

Also, please note on the line items for the backup contract (2004-119), Advanced Temporaries had several where they were the lowest, but due to the fact that they already had the lowest line item for the primary contract (2004-120), the next lowest company was selected for the backup (2004-119).

Reference checks were made of these agencies and positive response has been received regarding their respective performance.

I, therefore, recommend awarding contracts to the vendors as indicated above.



Human Resources Department

MEMORANDUM

April 15, 2004

To: Byron Johnson, Director of Purchasing
From: Terry Bond, Human Resources Director *TB*
Re: Temporary Personnel, Bids 2004-119 & 2004-120

We have reviewed the bids submitted for Temporary Personnel Primary #2002-120 and Temporary Personnel Backup #2004-119, and believe the following companies are the low and responsible and responsive bidders meeting all specifications for the line items and job descriptions indicated.

#2004-120-Temporary Personnel Primary

Advanced Temporaries

Line Item #2	Senior Clerk	\$6.95
Line Item #3	Secretary	\$7.65
Line Item #4	Receptionist/Switchboard	\$6.62
Line Item #5	Data Entry Clerk	\$6.62
Line Item #6	Accounting Clerk	\$7.65
Line Item #9	Other Clerical	\$6.55

Addeco Employment Services

Line Item #7	Junior Accountant	\$9.75
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dmDickason Personnel Services

Line Item #1	Junior Clerk	\$6.48
Line Item #8	Senior Accountant	\$10.80

#2004-119-Temporary Personnel Backup

Advanced Temporaries

Line Item #3	Junior Clerk	\$6.92
Line Item #10	Messenger	\$7.01

KELLY TEMPORARY SERVICES
7234 N. MESA ST.
EL PASO, TX 79912

ACCU-STAFF
1830 GEORGE DIETER
EL PASO, TX 79936

GAIL DARLING TEMPORARIES
5500 DONIPHAN
EL PASO, TX 79932

MANPOWER TEMPORARY SERVICES
6633 N. MESA ST., STE. 208
EL PASO, TX 79912

RMPERSONNEL, INC.
4707 MONTANA
EL PASO, TX 79925

ADVANCE'D TEMPORARIES
7505 LOCKHEED DR., #C
EL PASO, TX 79925-2401

RANDSTAD WORK SOLUTIONS
ATN: RAFAEL A. NIGAGLIONI
8900 VISCOUNT BLVD., SUITE A-P
EL PASO, TX 79925

ATTN: PAULINE GARCIA
QUEST HEALTHCARE
2660 AIRPORT ROAD SUITE 900
SANTA TERESA, NM 88008

DICKASON PERSONNEL SERVICES
ATTN: MATTHEW KNEIP
4900 N. MESA
EL PASO, TX 79912

ATTN: MARSHA LEBLANC
ADECCO
7500 N. MESA SUITE 301
EL PASO, TX 79912

NEW TIMES STAFFING
ATTN: TISH TIMES
11709 CHIQUIS LN.
EL PASO, TX 79936

ALLEGIANCE STAFFING
ATTN: CATHRYN BAKER
6065 MONTANA SUITE B-10
EL PASO, TX 79925

MRI
ATTN: CINDY CAPANNA
6006 N. MESA, SUITE 408
EL PASO, TX 79912-4623

IN STAFF
ATTN: JOHN HERNANDEZ
9530 VISCOUNT STE 1 I
EL PASO, TX 79925

STAFFING SOLUTIONS
ATTN: SERGIO AMATO
9515 GATEWAY WEST, SUITE H
EL PASO, TX 79925

BID INFORMATION SERVICE
(ALL BIDS ARE ADVERTISED)

BID NET PROCESSING CENTER
PO BOX 5600
ALBANY, NY 12205

GREATER EL PASO CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX 79901

EL PASO HISPANIC CHAMBER OF COMMERCE
2829 MONTANA AVE, B-100
EL PASO, TX 79903

EL PASO TIMES NEWSPAPER
CLASSIFIED/LEGAL SECTION
PO BOX 20
EL PASO, TX 79999

CONTRACT OPPORTUNITY CENTER
4791 N. MESA
EL PASO, TX 79902

SAM'S CLUB
7970 NORTH MESA
EL PASO, TX 79932

SUBCONTRACTORS ASSOCIATION
PO BOX 3612
EL PASO, TX 79923

COMMERCE BUSINESS WEEKLY
2626 NORTHEAST #103
EL PASO, TX 79902

BLACK CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX 79901